

Overview of Habilitation Services

Purpose of this training:

- Prepare regional centers to administer Hab services

- Cover regional center processes

- a bit of necessary background

- requirements for hab services

- coordinating with DOR regarding VR services

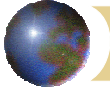
Try to identify what will need to be shared with service providers during regional center trainings of providers

Will have a future training on the details regarding regulatory requirements

Questions will be answered one of 2 ways:

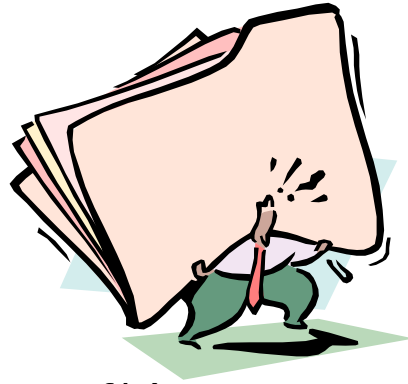
- If possible, and a clear answer can be given , we will cover in this training

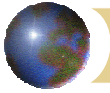
- If more information is needed to answer, the question will be answered in a email to all regional centers in the future and posted as part of the Frequently Asked Questions on the DDS website.



Training Materials

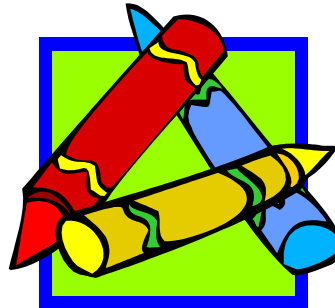
- Agenda
- Post-It Notes
- Side By Side Charts
- Process Flow Charts
- Definitions & Acronyms
- DS 1970 (Service Provider Profile)
- List of Forms
- Map of CPS II Geographic Areas

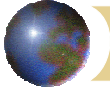




Color Codes

Consumer
Regional Center
Service Provider
DDS
DOR





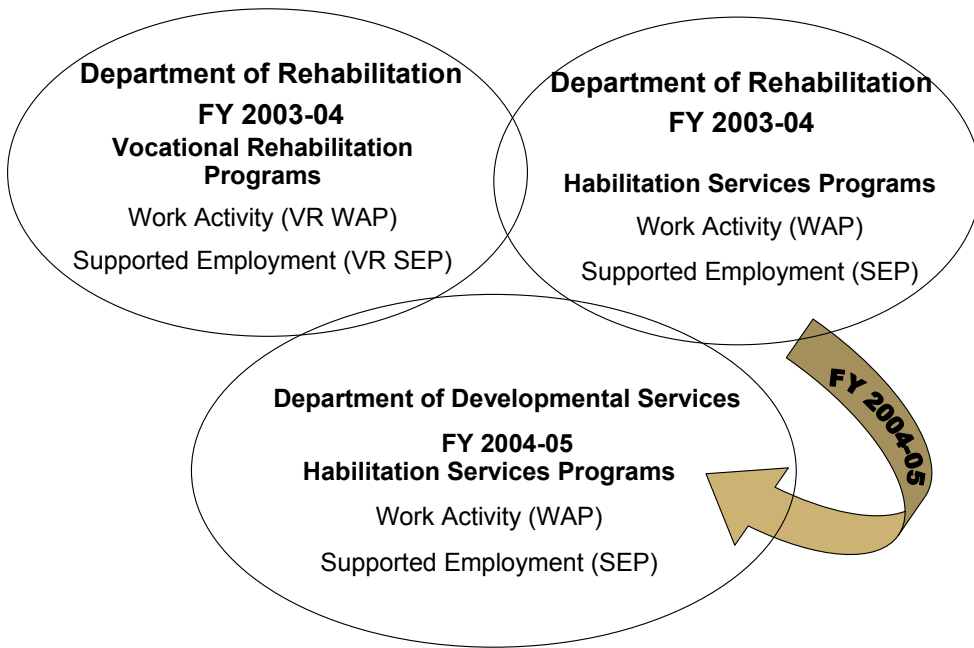
Introduction

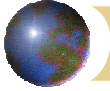
● Pursuant to AB 1753, HSP

- ❖ Administrative responsibility transfers
 - From the Department of Rehabilitation (DOR)
 - To the Department of Developmental Services
- ❖ Effective July 1, 2004..



Transfer of Habilitation Services from DOR to DDS





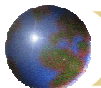
Introduction

- Habilitation's purpose:
 - ❖ Prepare and maintain consumers at their highest level of vocational functioning, and/or
 - ❖ Prepare consumers for referral to vocational rehabilitation services.



● Vocational Rehabilitation Program vs. Habilitation Services

VR (DOR)	HABILITATION (RC)
<ul style="list-style-type: none">● Administered by the Department of Rehabilitation, a single-state agency, in district and branch offices located throughout the state.	<ul style="list-style-type: none">● Administered by the DDS through contracts with 21 non-profit organizations, called Regional Centers.



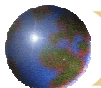
● Vocational Rehabilitation Program vs. Habilitation Services

VR (DOR)	HABILITATION (RC)
<ul style="list-style-type: none">● Senior Vocational Rehabilitation Counselor (SVRC)<ul style="list-style-type: none">❖ Completes consumer intake, eligibility determination, level of severity and vocational assessment, counseling and guidance.❖ Develops the Individualized Plan for Employment (IPE)	<ul style="list-style-type: none">● Service Coordinator<ul style="list-style-type: none">❖ Provides guidance and refers consumer, when appropriate, to the Department of Rehabilitation for vocational services❖ Develops the IPP



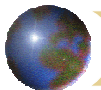
● Vocational Rehabilitation Program vs. Habilitation Services

VR (DOR)	HABILITATION (RC)
<p>● SVRC</p> <ul style="list-style-type: none">❖ Purchases individualized vocational services including assessment, placement, and intensive services❖ Monitors, along with the vendor, the consumer's progress on the job.	<p>● Service Coordinator</p> <ul style="list-style-type: none">❖ Writes the purchase of service authorization for SEP IP, SEP GP and/or WAP to begin habilitation services as specified in the consumer's IPP.❖ Monitors consumer progress relative to IPP goals.



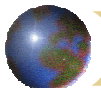
● Vocational Rehabilitation Program vs. Habilitation Services

VR (DOR)	HABILITATION (RC)
<ul style="list-style-type: none">● SVRC<ul style="list-style-type: none">❖ Notifies the regional center Service Coordinator of consumer's "stabilization" and readiness for "transition" to "extended" (Habilitation) services.❖ Closes the cases after transition.	<ul style="list-style-type: none">● Service Coordinator<ul style="list-style-type: none">❖ Collaborates with the SVRC to coordinate the start-date of habilitation services (transition occurs at stabilization).



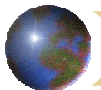
● Vocational Rehabilitation Program vs. Habilitation Services

VR (DOR)	HABILITATION (RC)
<ul style="list-style-type: none">⌚ Services are time-limited until<ul style="list-style-type: none">❖ The person is successfully employed in a supported employment integrated work site, or❖ SEP is not able to meet the needs of the consumer at this time and the consumer would be best served by Hab WAP services	<ul style="list-style-type: none">⌚ Services are provided to:<ul style="list-style-type: none">❖ Maintain the individual at their highest level of vocational functioning, or❖ Prepare the consumer for referral to vocational rehabilitation services.



● Vocational Rehabilitation Program vs. Habilitation Services

VR (DOR)	HABILITATION (RC)
<ul style="list-style-type: none">● Provides time-limited VR-WAP services in DOR certified or CARF accredited facilities to:<ul style="list-style-type: none">❖ Support consumer to remove specified “barriers” to Supported Employment.	<ul style="list-style-type: none">● Provides HAB-WAP services in DOR certified or CARF accredited facilities.

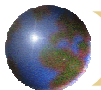


● Vocational Rehabilitation Program vs. Habilitation Services

VR (DOR)	HABILITATION (RC)
<ul style="list-style-type: none">● Provides time-limited intensive services in 2 types of Supported Employment placements:<ul style="list-style-type: none">❖ Individual Placement (IP)❖ Group Placement (GP)	<ul style="list-style-type: none">● Provides non-time limited extended services in 2 types of Supported Employment Placements:<ul style="list-style-type: none">❖ Individual Placement (IP)❖ Group Placement (GP)

Extended services are provided as long as determined in the IPP process to be appropriate and necessary.

There is additional information on the handout not covered in this presentation for reference.



● Vocational Rehabilitation Program vs. Habilitation Services

VR (DOR)	HABILITATION (RC)
● Imposes “Order of Selection” which places individuals on a waiting list.	● The regional centers temporarily pay for VR services when the DOR specifies consumers are impacted by the “Order of Selection”.

DDS will send a program advisory if DOR implements OOS and regional center consumers are impacted.



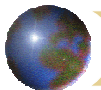
●Regional Center Day Program vs. Habilitation Services

DAY PROGRAMS (RC)	HABILITATION (RC)
<ul style="list-style-type: none">● Administered by the Regional Center as specified in Title 17, Subchapters 2, 5, and 7-12.● Day Programs that are site-based must be licensed by DSS.	<ul style="list-style-type: none">● Administered by the Regional Center as specified in Title 17 Subchapters 2 and 21.● These programs are NOT licensed by DSS.● All Habilitation programs must be CARF accredited or DOR certified.



●Regional Center Day Program vs. Habilitation Services

DAY PROGRAMS (RC)	HABILITATION (RC)
● Not required to be not-for-profit businesses.	● Required to be not-for-profit businesses.



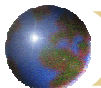
●Regional Center Day Program vs. Habilitation Services

DAY PROGRAMS (RC)	HABILITATION (RC)
<ul style="list-style-type: none">● Regional centers set holidays and other non-billable days for day programs.	<ul style="list-style-type: none">● DDS sets maximum number of billable days per year for WAPs only.● The work schedule is set for SEP by the employer (SEP services are billed based on work schedules).



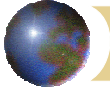
●Regional Center Day Program vs. Habilitation Services

DAY PROGRAMS (RC)	HABILITATION (RC)
<ul style="list-style-type: none">● May provide support for work services for a portion of the day.● Must provide additional non-work related services.	<ul style="list-style-type: none">● All services must be work related, includes paid work and other support services.● Recreational activities, non-work related educational activities are NOT allowable.



●Regional Center Day Program vs. Habilitation Services

DAY PROGRAMS (RC)	HABILITATION (RC)
<ul style="list-style-type: none">● Each program must have an approved staffing ratio. Typically 1:8 to 1:6 for Activity Centers, 1:4 or 1:3 for Adult Development Centers, 1:3 for Behavior Management Programs.● Regional Center approves ratios.	<ul style="list-style-type: none">● Ratios are only applicable to SEP Group Placement and are a minimum of 1:4 up to 1:8.● DDS approves the group size in consultation with the regional center.



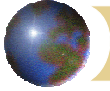
Unique Aspects of Habilitation Services

✚ Determining the appropriateness of a Habilitation referral

- ❖ When a referral for habilitation services has been made and the individual is placed in a WAP, he or she shall be deemed presumptively eligible for a period not to exceed 90 days.

Presumptive eligibility is a time to allow the vendor to assess the consumers work skills and needs. During this time the consumer and vendor make decisions about the service being a good match and the appropriateness of the services.

If a provider determines they can not meet the needs of the consumer, this does not mean the consumer is ineligible for hab services. Service providers have an appeal process if he or she disagrees with the service provider's assessment.



Unique Aspects of Habilitation Services

- ❖ During period of presumptive eligibility, the service provider will
 - Determine if the provider's program can meet the consumer's needs, and
 - If the work available, work environment and consumer's abilities are a match,
 - Submit a work-skills evaluation report to the regional center.
- ❖ The work-skills evaluation report will specify the appropriateness of the referral and the current skill level of the consumer.

The work-skills evaluation report reflects consumer's performance in the following areas to determine appropriateness of referral:

Appropriate behavior to safely conduct himself or herself in a work setting.

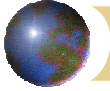
Adequate attention span to reach a productively level in paid work.

Ability to understand and act on simple instructions within a reasonable length of time.

Ability to communicate basic needs and understand basic receptive language.

Attendance level.

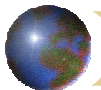
The vendor determines they are able to provide services to the consumer. This is based on the work environment, level of supervision provided, the kind of work available and the needs and abilities of the consumer. Not all referrals will result in placement in the HSP.



Unique Aspects of Habilitation Services

- **Temporary Increases in Extended Services**
- Habilitation supported employment job coaching services may be increased above transition level due to factors such as
 - Learning new job skills
 - An increase in responsibility,
 - Change in employer management, or
 - Consumer personal crisis as determined by the IPP team.

Stabilization at the time of transition will be clarified in a later presentation. It is defined as the percentage of job coaching to the consumer's total work hours for a specified period of time. I.E. 20% job coaching for 60 days. 25% at 90 days, and 30% at 120 days.

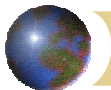


Supported Employment Referral Process

Consumer requests to work



Regional Center determines that SEP will most likely be the most appropriate service and updates IPP.



Sample SEP IPP Objective

JD's Work Goal:

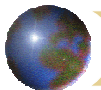
"I would like a job, close to my home and the bus system. I enjoy working with other people. I prefer work that enables me to use my social skills and cleaning abilities. I would like a full time job but I am willing to start part-time."

History:

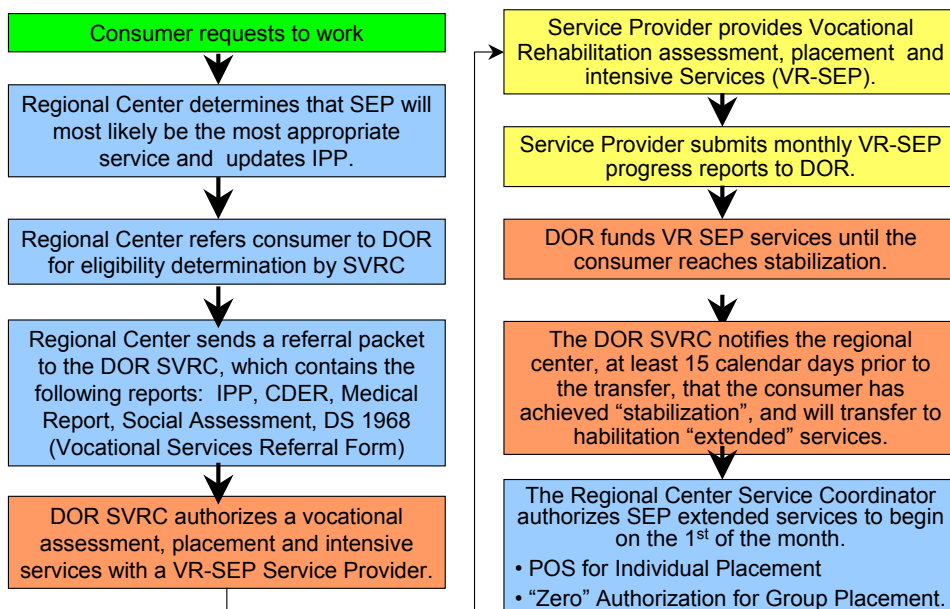
JD has worked as part of his high school program in fast food, stocking, janitorial and landscaping jobs. He was successful in learning new job skills, staying on task, arriving at work on time, following his supervisor's instructions and interacting with his coworkers and the public.

IPP Objective:

Based on the evaluation of the high school work program, JD will be referred to the Department of Rehabilitation (DOR) for Supported Employment services. When JD is stable on his new job, the regional center will fund the extended services (Habilitation SEP) at the stabilization rate. Based on full-time work, the hours of authorized extended services may range from 36 to 53 hours per month.



Supported Employment Referral Process





Work Activity Program Referral Process

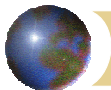
Consumer requests work, or is recommended for SEP or work services by the following possible referral sources: (school, day program).



Regional Center determines WAP will most likely be the appropriate service, and updates consumer IPP.

There are 2 possible ways a consumer can be referred to a Habilitation WAP

- 1) The service coordinator and consumer are reasonably sure that the consumer is appropriate for and prefers to attend a WAP. In this case, follow the process to the left.
- 2) The service coordinator and consumer are not sure if SEP or a WAP would be most appropriate. In this case follow the process to the right of the flow chart.



Sample WAP IPP Objective

LT's Work Goal:

"I would like a job, close to my home and the bus system. I enjoy working with other people. I prefer work that enables me to use my social skills and cleaning abilities. I would like a full time job but I am willing to start part-time."

History:

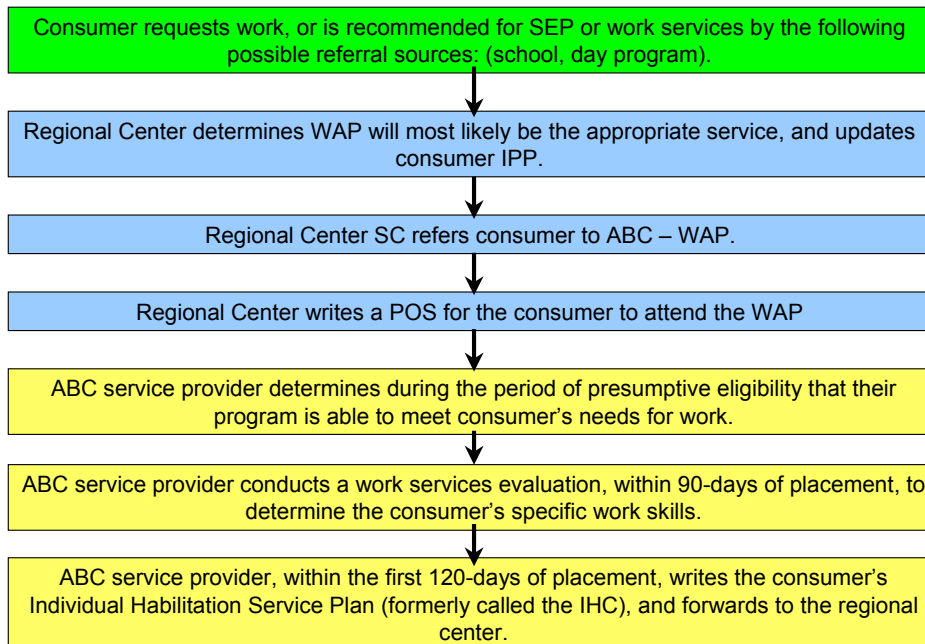
LT does not have any work experience. She has done volunteer tasks at her church and local community center. The volunteer work varies from collating, simple assembly and some food preparation. The people who worked along side LT say she has some trouble staying on task and is a slow methodical worker. LT has visited the local WAPs and is interested in the kind of work available at ABC WAP.

IPP Objective:

Based on LT's lack of work experience she decides she would like to gain work experience in a supportive environment. She has visited a number of WAP's and would like to be referred to ABC WAP. LT will be referred to ABC WAP. The service provider will conduct a work evaluation (90 days of presumptive eligibility) and develop an IHSP if ABC WAP is able to support LT to achieve her work goals. Services for full-days are authorized.

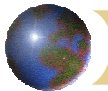


Work Activity Program Referral Process



There are 2 possible ways a consumer can be referred to a Habilitation WAP

- 1) The service coordinator and consumer are reasonably sure that the consumer is appropriate for and prefers to attend a WAP. In this case, follow the process to the left.
- 2) The service coordinator and consumer are not sure if SEP or a WAP would be most appropriate. In this case follow the process to the right of the flow chart.



VR-WAP Referral Process:

Consumer may be working in a regional center funded WAP.

WAP vendor identifies that a specific consumer can benefit from VR-WAP in order to overcome specific barriers to being placed in supported employment.

Examples of barriers:

Poor hygiene and grooming for work

Poor attendance to work

WAP vendor notifies the regional center of the need for VR-WAP services

RCSC with the vendor's input determines the consumer is most appropriate for SEP if they can overcome specific barriers and will authorize HSP when the consumer achieves stabilization in SEP.

The RCSC updates the IPP and refers to DOR for VR WAP.

DOR funds VR WAP to prepare consumer for VR SEP services.

Consumers do not have to be in a WAP to be referred but the VR WAP services are provided at the same location as Hab WAP.



Sample VR WAP IPP Objective

BK's Work Goal:

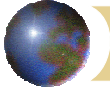
"I would like a job, close to my home so I can walk to my job. I enjoy working at the WAP but I am ready for my own job in my community."

History:

BK works at CDE WAP. BK has 85% productivity doing janitorial and stocking work. BK interacts appropriately with her coworkers and supervisor. The staff have identified an issue with attendance that could be addressed by additional services available through VR WAP.

IPP Objective:

Based on BK's goal and the service providers recommendation the regional center will refer BK to DOR for VR WAP and future SEP services. The regional center will authorize extended services (habilitation) when BK has achieved stabilization in her SEP placement.



Monthly Up-dates on the Habilitation Transfer

- DDS Website
 - ❖ www.dds.ca.gov
- DDS Email
 - ❖ Work.Services@dds.ca.gov

